



KING COUNTY
PROJECT/PROGRAM MANAGER III
ACCESS TO RECOVERY PROGRAM MANAGER
DEPARTMENT OF COMMUNITY AND HUMAN SERVICES
MENTAL HEALTH, CHEMICAL ABUSE AND DEPENDENCY SERVICES DIVISION
Annual Salary Range: \$59,165 – \$74,995
Job Announcement: 04VB4629
OPEN: 9/29/04 CLOSE: 10/13/04

WHO MAY APPLY: This term-limited position is open to all qualified applicants, and is expected to last three years.

WHERE TO APPLY: Required forms and materials **must** be sent to Caridad Gavino, MHCADSD, Room 610, 821 Second Avenue, Seattle, WA 98104-1598. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Karen Spoelman at 206-205-1345. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A *[King County application form and data sheet](#), *resume and *letter of interest that describes *in detail* your background how you meet or exceed *each numbered qualification (#1-13)* listed below are required. Cover letters that do not fully address the items listed below may not be considered. A King County application can be downloaded from the King County web site, <http://www.metrokc.gov/ohrm/jobs/>, or picked up from Room 450 in the King County Administration Building, 500 4th Avenue, Seattle

WORK LOCATION: The Exchange Building, 821 Second Avenue, Rm 610, Seattle, WA. 98104-1596

WORK SCHEDULE: The normal workweek is Monday through Friday. This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible.

POSITION SUMMARY:

The Access to Recovery Program (ATR) Manager is responsible for overseeing program design and management of projects designed to promote recovery by providing increased access to drug and alcohol treatment and support services for individuals who are affected by substance abuse.

ESSENTIAL JOB FUNCTIONS:

- Participate in and help lead system planning activities with representatives of courts, child protective services, detoxification centers, homeless community providers, community health clinics, and community providers.
- Develop memoranda of understanding with other entities providing ATR services.
- Lead process for identifying and selecting providers of service utilizing competitive bid processes.

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KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Develop contracts with, and monitor expenditures of community providers and consultants providing ATR services.
- Write regular reports on progress of initiatives, and related issues, for distribution to stakeholders
- Participate in quality management and utilization management activities.
- Assist in development and implementation of improved screening and assessment tools and processes, and program evaluation.
- Conduct research regarding the ATR program and incorporate in program planning.
- Monitor ATR budget.
- Coordinate follow-up assignments that arise from analysis of gaps and needs in the current system.
- Assure King County's ATR project is operated in compliance with state and federal grant requirements.

MINIMUM QUALIFICATIONS/ KNOWLEDGE/ SKILLS AND ABILITIES

1. A Bachelor's degree and at least three years experience providing or administrating treatment services in the King County chemical dependency treatment system, including supervision; or an equivalent combination of education and experience.
2. Have at least three years experience in program development and program management,
3. Have expertise with the King County human service system associated with supporting drug and alcohol addiction recovery, including knowledge of faith-based services.
4. Have at least two years experience in contract development, negotiation, and monitoring.
5. Have knowledge of and experience with the chemical dependency and mental health treatment needs of culturally diverse populations.
6. Have knowledge of and experience with management of state and federal grants.
7. Have at least one year experience in budget development and management.
8. Have knowledge and experience in competitive provider selection processes.
9. Have strong oral and written communication skills, particularly in leading groups and in writing comprehensive reports.
10. Have demonstrated ability to manage multiple tasks simultaneously.
11. Have knowledge of quality improvement processes.
12. Have expertise in Word for Windows, Excel, PowerPoint, and E-mail.

NECESSARY SPECIAL REQUIREMENTS: Valid Washington State Driver's License or the ability to travel throughout the county in a timely manner

CLASS CODE: 2441300 SEQUENCE NUMBER: 92-8244-1022